

# Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935  
Madison, WI 53708-8935

FAX #: (608) 251-3036

Phone #: (608) 266-2112

1400 E. Washington Avenue  
Madison, WI 53703

E-Mail: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)

Website: <http://dsps.wi.gov>

## **Barbering & Cosmetology 2015 Renewal FAQs**

(Pertains to all licenses issued by the former Barbering & Cosmetology Examining Board, and newly issued Barber licenses.)

### **When can I renew my license?**

The renewal period opens February 16, 2015. The renewal deadline is March 31, 2015.

### **How can I renew my license?**

For fastest renewal processing, log into our website beginning February 16, 2015 to renew:

<https://online.drl.wi.gov/UserLogin.aspx>

### **I don't want to renew online – how can I get a paper form?**

Contact our renewal office with your license number, email address, and mailing address to request renewal forms. Call the Department of Safety and Professional Services (DSPS) at (608)266-2112 or email to [DSPSRenewal@wisconsin.gov](mailto:DSPSRenewal@wisconsin.gov).

### **If I miss the renewal deadline, can I still renew?**

You can still renew the license. There is a late fee of \$25.

### **What is the fee to renew?**

The renewal fee is \$82. If you are renewing an expired license, a late fee of \$25 will be added.

### **Do I need to complete Continuing Education (CE) to renew?**

- If your Initial License was issued on or after April 1, 2013 – No CE is required.
- If you are renewing a license with an expiration date of March 31, 2013 or later, then you must complete the CE requirements for 2015.

### **How do I change the name of my Establishment License?**

When you renew online or with the paper form, report the new name. You can also log into our website at <https://online.drl.wi.gov/UserLogin.aspx> to update the name of your business. Please note that name changes are only available for establishments where ownership has not changed.

### **How do I transfer ownership of my Establishment License?**

You cannot transfer ownership of the existing license. You must apply for a new license. Visit our website at <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the *Business Professions* link, select your profession from the list, and click on *Applications Forms* for complete details.

### **My Establishment is moving – how do I update my address?**

You cannot change the location of the existing license. You must apply for a new license. Visit our website at <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the *Business Professions* link, select your profession from the list, and click on *Applications Forms* for complete details.

# Wisconsin Department of Safety and Professional Services

## TRANSITIONING LICENSE QUESTIONS

### **How can I change my Cosmetology Establishment License to a Barbering Establishment License?**

Beginning February 11, 2013, you can request a Transition from a Cosmetology Establishment License to the Barbering equivalent during the online renewal process. You must meet all renewal requirements of the Cosmetology Establishment. Once the renewal is processed, the license will be transitioned from Cosmetology to Barbering.

### **How can I change my Cosmetology Manager License to a Barbering Manager License?**

Beginning February 11, 2013, you can request a Transition from a Cosmetology Manager License to the Barbering equivalent during the online renewal process. You must meet all renewal requirements of the Cosmetology Manager. Once the renewal is processed, the license will be transitioned from Cosmetology to Barbering.

### **How can I change my Cosmetology Practitioner License to a Barber License?**

Beginning February 11, 2013, you can request a Transition from a Cosmetology Practitioner License to a Barber License during the online renewal process. You must meet all renewal requirements of the Cosmetology Practitioner. Once the renewal is processed, the license will be transitioned from Cosmetology to Barbering.

### **I do not want to renew online – can I still transition to Barbering?**

Email our renewal office with your license number, email address, and mailing address to request renewal forms. Call (608)266-2112 or email [DSPSRenewal@wisconsin.gov](mailto:DSPSRenewal@wisconsin.gov). You must also **submit Form R4000** which can be found on our website. Visit <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the *Business Professions* link, select *Cosmetology Practitioner* from the list, and select *Renewal Information* to find the form.

### **I am renewing late – can I still transition to Barbering?**

Yes, you can still use online renewal or paper renewal to renew the Cosmetology License and transition to Barbering. You must also **submit Form R4000** which can be found on our website. Visit <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the *Business Professions* link, select *Cosmetology Practitioner* from the list, and select *Renewal Information* to find the form. (Please note, this option is only available for a limited time.)

### **I already renewed my Cosmetology license and now want to transition to Barbering – can I?**

Yes, complete and return Form R4000 found on our website. Visit <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the *Business Professions* link, select *Cosmetology Practitioner* from the list, and select *Renewal Information* to find the form. (Please note, this option is only available for a limited time.)

### **If I transition from Cosmetology to Barbering, can I switch back later?**

No. Once the license is transitioned to Barbering it cannot switch back to Cosmetology. If you wish to practice Cosmetology in Wisconsin after transitioning to Barbering, you must apply for a new license.

### **If I transition to Barbering, will I get a new license number?**

The numbers before the hyphen will remain the same, and the numbers after the hyphen will have a “1” added to the beginning. Example: 55555-82 (Cosmetology Practitioner) will become 55555-182 (Barber).

### **If I transition to Barbering, will all of my licensure history go away?**

No. The issue date of your Cosmetology license will become the issue date of your Barbering license. The Cosmetology license will expire as the Barbering license is issued.

# Wisconsin Department of Safety and Professional Services

## **INACTIVE454 STATUS QUESTIONS**

### **What is Inactive454 Status?**

2011 Wisconsin Act 190 created statutory provisions for certain Barbering credentials and certain credentials issued by the Cosmetology Examining Board to request Inactive Status. Inactive Status is available for those credential holders who no longer intend to practice, but wish to keep the credential current instead of letting it expire.

### **Who is allowed to go on Inactive454 Status?**

Cosmetology Managers and Practitioners, Barbering Managers and Barbers, Aestheticians, Electrologists, and Manicurists are eligible to request this status, and must meet certain criteria to be placed on Inactive454 Status.

### **Who is NOT allowed to go on Inactive Status?**

Schools, Instructors, and Establishments of Barbering, Cosmetology, Aesthetics, Electrology, and Manicuring are not allowed to be placed on Inactive454 Status.

### **What are the criteria I must meet to be placed on Inactive454 Status?**

- Your license status must be in good standing before being placed on Inactive Status.
- You must complete the 2015 renewal application and pay a prorated renewal fee of \$41 (add \$25 if renewing an expired license).
- You must submit Form R454 along with the renewal application and fees.

### **Can I apply for Inactive454 Status online?**

No. If applying for Inactive454 Status at the time of renewal you must request a paper renewal application. Email our renewal office with your license number, email address, and mailing address to request renewal forms. Email [DSPSRenewal@wisconsin.gov](mailto:DSPSRenewal@wisconsin.gov) or call (608)266-2112. You must also submit Form R454 which can be found on our website. Visit <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the *Business Professions* link, select your profession from the list, and select *Renewal Information* to find the form. Fax to (608)251-3036 or mail to DSPS – Renewal, PO Box 8935, Madison, WI 53708-8935.

### **I am renewing late – can I still request Inactive454 Status?**

You may request Inactive454 Status once your license is current and you have completed all necessary requirements, including CE and the Certificate of Legal Status (CLS), and have paid all associated fees.

- If you missed the 2013 renewal, and you renew before April 1, 2015, you do not need to complete CE to be placed on Inactive454 Status.
- If you renew after March 31, 2015, you must complete all 2015 requirements, including CE, to bring your license current before you can be placed on Inactive454 Status.

### **Can I do any work on Inactive454 Status?**

Rules have been published which define minimal practice for Barbers. Barbers on Inactive454 Status may not receive compensation for barbering services and may not practice in a licensed barbering establishment.

Rules are still being written to define minimal practice for licenses issued by the Cosmetology Examining Board. At this time, those applying for Inactive454 status must refrain from all practice. Rules will be published soon which will define minimal practice.

### **Can I still purchase products at a discount on Inactive454 Status?**

Credentials on Inactive454 Status are considered to be Current and eligible for the same professional discounts extended to those who hold a credential on Active status.

# Wisconsin Department of Safety and Professional Services

## **I renewed, and then decided I want to go on Inactive454 Status - Can I? If so, can I get a refund of \$41?**

You can still apply for Inactive454 Status. Complete and return Form R454 which can be found on our website. Visit <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the *Business Professions* link, select your profession from the list, and select *Renewal Information* to find the form.

To be eligible for a refund of \$41, you must request it within 18 months of the payment date **and** you must submit a written request attesting that you have not worked with your credential even 1 day since it was renewed. Include this written request with Form R454. If you worked even 1 day since the credential was renewed, you are not eligible for a refund.

## **I went on Inactive454 Status and now want to go back to work. What do I do?**

You must meet all requirements of the current renewal (including CE and CLS), and submit your renewal form, a written request for the credential to return to Active status, and the remaining \$41 fee. Allow 10-15 business days for processing. Fax to (608)251-3036 or mail to DSPS – Renewal, PO Box 8935, Madison, WI 53708-8935.

## **Does Inactive454 Status Expire?**

All Active licenses and Inactive454 licenses expire on the same date. The credential status will change from Inactive454 to Expired just as an Active license will. DSPS will mail renewal reminder postcards to credential holders with Inactive454 status 6-8 weeks prior to the expiration date of March 31, 2015.